

**Carbon Neutral Action Report
BC Public Service Agency**

Executive Summary

The BC Public Service Agency celebrated the launch of its Green Team in February, 2009. The review of the Agency's Carbon Neutral Action Plan is now complete and the Agency is beginning to implement the strategies outlined for 2009 (e.g., grassroots recycling, revised business travel guidelines, decreased paper use). The Green Team is exploring opportunities to collaborate with its Workplace Health Committee and with similar committees in other Ministries (located in the same office buildings) on external initiatives like "Bike to Work Week."

Objectives

The Agency shares government's vision of being a leader - thus we are striving to deliver progressive, environmentally sustainable human resource management solutions.

Part 1: Actions Taken to Reduce Greenhouse Gas Emissions in 2008

Overview:

Purchased kits of dishes and cutlery for each boardroom in the Victoria offices to reduce use of paper plates and plastic utensils. "Recycled" umbrellas that could not be given out because of printing errors by making them available for staff to use to walk between meetings (rather than taking a cab in the rain). Displayed energy savings posters and stickers handed out by BC Hydro. Developed communications/informational materials with communications colleagues -- distributed at Victoria and regional Green Team launch celebration events.

1.1 Mobile Fuel Combustion

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Replaced # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Complete		Eliminated one of two fleet vehicles.

1.2 Stationary fuel combustion and electricity

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Turned off lights in unused rooms	Complete	Successful Green Team launch events	Distributed posters

1.3 Supplies

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Initiated automatic double sided printing	In Progress	most printers default double sided	
Encouraged re-use of furniture and equipment	Complete		buildings staff report that they already do this

1.4 Travel

Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken
Supported alternative travel (bike/skateboard/walk/transit) for meetings	In Progress		Provided umbrellas to encourage walking between meetings (if raining)

1.5 Employee Engagement				
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken	
Provided climate change education	Complete	Lunch and Learn - Andrew Pape-Salmon		
Held contests to change behaviour/make pledges	Complete	Created green pledge tree		
Developed Green Teams	Complete	Agency GT launched 11Feb2009		
Provided green tips	Complete	Developed Share Point site; continuing to populate		
1.6 Sustainability Actions (others)				
Action	Action Taken	Outcome/Performance Measure	Notes Clarifying Action Taken	
Ran dishwasher only when full	Complete		standard practice	
Used re-usable dishes	Complete	Purchased conference kits for boardrooms		
Part 2: Plans to Continue Reducing Greenhouse Gas Emissions 2009 -- 2011				
Overview:	Target of 10% reduction in travel costs by increasing awareness and use of alternatives such as Microsoft Live Meeting and video conferencing. Target of 10% reduction in overall paper consumption.			
2.1 Mobile Fuel Combustion				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Replace # of TYPE OF VEHICLE with MORE EFFICIENT VEHICLE/Hybrid	Planned		Eliminate second of two fleet vehicles.	
2.2 Stationary Fuel Combustion (including electricity)				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Undertake workstation tune-ups to help staff understand what they can do to reduce personal energy use	In Progress	Employee usage of tool	Executive e-mailed information about online tool to all employees	March, 2009
Turn off lights in unused rooms	In Progress	Posters/stickers displayed as reminder.		
Utilize desk-top power management settings on computer	In Progress	Will be part of Workstation Tune-up.		
Initiate or complete a building energy retrofit	In Progress	810 Blanshard St. - Energy audit done. Awaiting status on any upgrades made.		
2.3 Supplies				
Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Commit to use 30% recycled paper	In Progress	Initiative to ensure staff who do purchasing are aware of green products available from Distribution Centre.		2009
Commit to use 100% recycled paper	In Progress	Use of 100% recycled paper is being piloted in Labour Relations to ensure that any technical issues (with printers etc.) are resolved. Education piece to move staff who do purchasing to introduce, over time, 100% recycled paper to more and more offices.		2009

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Initiate automatic double sided printing	In Progress	Standard on most printers;	2009
Change document template margins	Planned		Send e-mail into communications to confirm policy on this issue. 2009
Restructure a process to use less paper	In Progress	Reduce overall paper consumption by 10%	
Actions on non-paper related supplies:			
Choose "Green" items from Distribution Centre	In Progress		Re-enforce options with purchasing staff
Encourage re-use of furniture and equipment	In Progress		Standard practice

2.4 Travel

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Set a X% Travel reduction goal	Planned	Agency target: 10% reduction		2009
Train staff in the use of Live Meeting (or other desktop collaborative software)	Planned	After upgrade and after formal training has occurred, job aids and training materials will be available on Share Point site and Green Team members will be available to provide coaching to assist colleagues in using the technology efficiently.		2009
Initiate Travel Policy	In Progress	Executive modified travel policy to minimize travel using Helijet given high emissions and high cost of travel		March, 2009
Support alternative travel (bike/skateboard/walk/transit) for meetings	Planned	Make single-use transit passes available to employees for travel between meetings.		2009

2.5 Employee Engagement

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Provide climate change education	In Progress	Continue lunch and learn sessions and enhanced use of SharePoint site		2009
Hold contests to change behaviour/make pledge	In Progress	Increase use and awareness of pledge tree		2009
Develop Green Teams	In Progress	Green team presence in every region		2009
Provide green tips	In Progress	Tips Fact sheet; Share point site		2009
Support professional development	Planned	Extended opportunities for Green Team Members to lead activities and to assume coordination duties to assist with their professional development and development of subject matter expertise.		2009

2.6 Sustainability Actions (others)

Action	Action Planned	Outcome/Performance Measure	Notes Clarifying Action Taken	Timeframe
Improve recycling measures	In Progress	grassroots recycling program, collecting all but compostable		2009
Support composting	Planned		Need to resolve issues with collection/fees	2009
Purchase green cleaning products	Planned	Green Team to consult with cleaning staff		2009